

Great Start



STRATEGIC OVERVIEW

for PROSPECTIVE and NEW MEMBERS
of CIVIL AIR PATROL



From Your National Commander



New Member:

Welcome to Civil Air Patrol, the auxiliary of the U.S. Air Force! You have joined an elite group of dedicated volunteers – I call them everyday heroes – people who make a difference in the lives of their fellow countrymen by performing “missions for America.”

Did you know that CAP members were the first to fly over the World Trade Center after the September 11 terrorist attacks to take aerial images of the disaster site? CAP members were also the first in the air after Hurricane Rita slammed into the Gulf Coast in September 2005 to take damage assessment images of the devastated areas in Texas and Louisiana. Of course, aerial photography and flying are just a few of the exciting volunteer opportunities you can choose to take part in as a member of CAP.

As a CAP member, you can also work with the American Red Cross and Federal Emergency Management Agency when disaster strikes, participate in search and rescue missions, help keep your community safe through homeland security missions, be an integral part of one America’s largest radio communications networks, assist federal agencies like the Bureau of Customs and Border Protection in the war on drugs, transport time-sensitive medical materials and donated live organs, broaden the horizons of more than 300,000 youth through CAP’s aerospace education programs, participate actively in our youth program, and much, much more.

I invite you to explore the possibilities featured in this brochure and let your mentor or commander know how we can help you in finding your niche in America’s premiere volunteer organization – CAP. Also included is a checklist of milestone moments you should reach in your first year of membership, which will help you take full advantage of the many wonderful opportunities that will be available to you.

On behalf of the more than 56,000 members of CAP, thank you for your decision to help America and your community by serving as a member of Civil Air Patrol.

My best regards,

A handwritten signature in black ink, reading "Antonio J. Pineda".

ANTONIO J. PINEDA
Major General, CAP
National Commander



CAP History

The Civil Air Patrol was formed on December 1, 1941, after thousands of volunteers answered America's call to national service during World War II. While logging more than 500,000 flying hours, CAP's original everyday heroes sunk two enemy submarines and saved hundreds of crash victims. After the war, a thankful nation recognized CAP's value to local and national agencies dedicated to homeland security. On July 1, 1946, President Harry Truman signed Public Law 476 incorporating Civil Air Patrol as a benevolent, nonprofit organization. On May 26, 1948, Congress passed Public Law 557 permanently establishing Civil Air Patrol as the auxiliary of the new U.S. Air Force and provided for three primary missions — aerospace education, cadet programs, and emergency services.

Civil Air Patrol Today

In addition to homeland security, today's CAP volunteers conduct search and rescue, counterdrug reconnaissance and disaster relief missions. Many of our 34,000 senior members also nurture the leadership skills of more than 23,000 youth enrolled in cadet programs. In addition, CAP broadens the horizons of hundreds of thousands of students and more than 3,000 teachers annually through our aerospace education programs.

Resources

CAP's assets and resources include, but are not limited to, 550 corporate owned aircraft, almost 4,000 member owned aircraft, 950 ground vehicles and the most extensive communications system in the world. However, CAP's most valuable asset is its volunteers. Including training, members log in excess of 100,000 flying hours each year.

Opportunities

Volunteers fuel our missions for America in the following ways:

Administration ♦ Aerospace Education ♦ Cadet Programs
 ♦ Chaplain ♦ Communications ♦ Emergency Services
 ♦ Finance ♦ Flight Operations
 ♦ Historian ♦ Inspections
 ♦ Logistics ♦ Moral Leadership
 ♦ Operations ♦ Personnel
 ♦ Professional Development ♦ Public Affairs ♦ Recruiting and Retention ♦ Safety ♦ Standardization/Evaluation

There is something to meet most every individual's needs and interests. One unique aspect of CAP is the training provided to help a member fulfill the responsibilities of his/her volunteer "job." If your area of interest is not listed, ask your mentor or commander and you will probably find it.



Civil Air Patrol's Missions For America

Aerospace Education

Each year, CAP sponsors more than 100 aerospace education workshops in colleges across the nation, reaching more than 3,000 educators and hundreds of thousands of students. These workshops highlight basic knowledge and focus on advances in aerospace technology. Teachers who are members of CAP's aerospace education program receive more than 30 free teaching aids, as well as lesson plans and other classroom materials.



Cadet Programs

The mission of the Civil Air Patrol Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community. CAP's cadet program allows youth 12-21 years old to progress at their own pace through a multi-step program that emphasizes aerospace education, leadership training, physical fitness and character development. Cadets may also compete for academic scholarships to further their studies in fields such as engineering, science, aircraft mechanics, meteorology and many others.

Cadets who earn cadet officer status may enter the Air Force as an E3 (airman first class). Approximately 8% of Air Force Academy appointees are former CAP cadets. In addition, both West Point and Annapolis admit many CAP cadets each year.

In addition, cadets have the opportunity to participate in special activities at the local, state, regional and national levels. Many will have the opportunity to fly an airplane for the first time and some may even solo at special flight encampments or academies. Others will enjoy traveling abroad through the International Air Cadet Exchange Program. Still others assist at major air shows throughout the nation.

Emergency Services

CAP flies more than 95 percent of all federal inland search-and-rescue missions directed by the Air Force Rescue Coordination Center. Outside the continental United States, CAP supports the Joint Rescue Coordination Centers in Alaska, Hawaii and Puerto Rico. Just how effective are the CAP missions? Nearly 100 people are saved each year by CAP members!

Working under the U.S. Air Force's Homeland Security Directorate, Civil Air Patrol is uniquely positioned to conduct missions in support of the nation's homeland security initiatives. With decades of operational experience, CAP can provide low-cost

airborne assets across the nation, all manned by mission-ready personnel who have the demonstrated capability to work with federal, military, state and local agencies across the nation.

CAP's disaster-relief missions encompass rapid assistance from the air and ground that is complemented by an extensive communications network. Volunteers work in partnership with the American Red Cross, the Federal Emergency Management Agency, the Federal Aviation Administration, the National Transportation Safety Board and the U.S. Coast Guard. CAP also flies humanitarian missions – usually in support of Red Cross – to transport time-sensitive medical materials, including blood and human tissue, when other means of transportation are not available.

Missions performed in direct support of the U.S. Air Force include light transport, communications support and low-altitude route surveys. CAP also provides orientation flights for AFROTC cadets. Joint U.S. Air Force and CAP search-and-rescue exercises provide realistic training for missions. In addition, in 1986 CAP partnered with the U.S. Air Force and U.S. Customs Service to help stem the flow of drugs into and within the United States.

Membership Categories

Senior Membership

CAP senior membership is open to adults 18 years old or older. To prepare adult members for CAP's special missions, extensive training and education in more than 20 different specialized fields is provided.



Plus, technical training is offered in related areas, such as flight operations, emergency services and communications. Additional training in management and executive leadership as volunteers progress through the ranks.

If you are currently an Active Duty Reservist, you can earn points toward retirement in the CAP-RAP program. Please call 334.953.5225 (commercial) or 493-5225 (DSN) for more information.

A patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity.

A business member is any US corporation, partnership, proprietorship, or organization which applies for CAP membership in the name of the corporation, partnership, proprietorship, or organization. This category of membership is designed for members of the business community who demonstrate desire to financially support the CAP missions and programs.

Cadet Membership

CAP cadet membership is open to youth 12 to 18 years old. Cadets can remain in the program until age 21.

Cadet Sponsor Membership

Cadet Sponsor is a special membership category that allows parents, grandparents, and legal guardians to participate with their cadets. Cadet sponsors serve as chaperons, provide transportation, and supervise cadets during squadron activities. They are offered discounted membership dues and have a limited volunteer commitment. To become a Cadet Sponsor Member, write "Cadet Sponsor Member" at the top of your membership application.

Aerospace Education Membership

This membership category is designed for teachers who are interested in aerospace education. Aerospace Education members (AEMs) receive more than 30 free educational products for grades K through 12 including



lesson plans, teaching strategies and a newsletter. Plus, the National Conference on Aviation and Space Education (NCASE), a gathering of educators dedicated to furthering aerospace education, is held biannually. NCASE is recognized as the premier educational symposium of its kind in the nation.

Frequently Asked Questions

How much does membership in CAP cost?

Annual membership dues are broken down in three levels: national, wing/regional and squadron. The national dues are \$35 for seniors and \$25 for cadets. Wing/region dues as well as squadron dues may apply and vary. Please check in your area for exact figures. The cost of Cadet Sponsor Membership is \$25 per year.

Do members have to wear a uniform?

Cadets must wear the Air Force-style blue uniform with special CAP patches. The cadet membership application contains a voucher for one free uniform per cadet. As long as they are available, the USAF provides a uniform for the cadets at no charge. Call (334) 953-1501 for more information.

Senior members may wear the USAF style blue uniform or one of the distinctive CAP uniforms. Some members choose to serve without wearing a uniform, although one of the CAP uniforms are required in certain instances such as flying in a CAP aircraft.

What will I get out of membership in CAP?

In addition to the valuable experience and training in such areas as leadership, communications, aviation and aerospace education that will be an asset to you throughout your life, you will receive the more tangible benefits listed under "Member Benefits".

Do CAP members have access to military bases and get to shop at the BX (Base Exchange)?

You will only have access to the base when participating in CAP events. You will be allowed to shop at the BX only when on official orders and

billeted on the base. Authorized uniform items can be purchased anytime at the Military Clothing sales store.

Are non U.S. citizens allowed to join?

Aliens admitted for permanent residence are eligible. Other noncitizens must request a waiver of the citizenship requirement through the wing and region commander. You must be able to read, write and understand English.



I'm not a pilot. What am I going to do in CAP?

Whatever your talent or area of interest, there is a need for you. Please refer to the page titled "Specialty Tracks" to find a listing of duties necessary to help a squadron succeed. For a list of what is available at your squadron, contact your commander or mentor.

What criteria must a pilot meet to fly corporate aircraft?

To be eligible to fly a corporate aircraft, the pilot must possess a valid FAA private, commercial or airline pilot certificate, be an active CAP member at least 17 years in age, and possess a valid and current medical certificate. The member must complete a flight check in the aircraft within the preceding 12 months as well as an annual written examination and annual aircraft questionnaires for each aircraft authorized to fly. The pilot must have 200 PIC hours and 50 cross-country PIC hours to serve as a mission pilot.

What is the difference in a senior squadron, a cadet squadron, a composite squadron and a flight?

A senior squadron is one that is only open to senior members. A cadet squadron is for cadet members. A composite squadron is one that is made up of both senior and cadet members. A flight is a smaller version of a squadron. A group oversees several squadrons in a given area and is not open for new members to join. A wing is a state headquarters. There is a wing in all 50 states plus Puerto Rico and the District of Columbia. CAP's eight regions are made up of several wings, or states.

Member Benefits

Life and Health Insurance

Members are eligible to participate in a guarantee issue 10-year level term life insurance with no rate increase due to health conditions. Pilots receive the same rates as non-pilots. Members are also eligible for a hospital indemnity plan, cancer policy and a supplemental health care program.

Exxon Mobil

Members can purchase top of the line lubricants for their personal aircraft at a discount directly from Exxon Mobil.

Training

CAP offers aerospace education, leadership and technical training, including Air Force correspondence courses, for all CAP members. Special training is also conducted for those participating in search and rescue as mission pilots, observers or ground team members. Communications training is highly specialized and presents unique opportunities to network with other communicators from around the country.



Meetings and Conferences

CAP members gather regularly at meetings and conferences around the country. There is also a national convention held in a different city every year.

Rental Car Discounts

The Hertz Corporation offers rental car discounts to CAP members for both business and pleasure travel. A special Hertz identification card is furnished to each member upon request. Rates and discounts may be obtained by calling Hertz at 800-654-3131.

Civil Air Patrol Visa Credit Card

The CAP affinity VISA card offers senior members and the parents of cadets a credit card that supports CAP. Each time the card is used in a transaction, a donation is made by the bank to support CAP. The CAP emblem and the member's grade are embossed on the front of

this distinctive credit card. Contact Membership Development at 334.953.2828 for an application.

Tax Benefits

As a federally chartered nonprofit organization, Civil Air Patrol is tax exempt under Section 501(c)(3) of the IRS Code. This entitles members to claim various expenses as charitable contributions to the extent allowed by the law. These include the following:

- ♦ Membership dues
- ♦ Expenses for uniforms and training materials
- ♦ Out of pocket expenses while participating in CAP activities
- ♦ Mileage on personal vehicles
- ♦ Travel and living expenses while participating in CAP activities

Specialty Tracks/Job Opportunities for Senior Members

Administration Officer.

Maintains master publications library. Prepares correspondence, reports, schedules, inventories, and requisitions. Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

Aerospace Education Officer.

Implements aerospace education activities and duties



involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.

Cadet Programs Officer.

Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace



education or leadership laboratory.

Chaplain.

Provides worship, liturgies, rites and religious observations. Conducts pastoral counseling, spiritual nurture, and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical, and quality of life concerns and maintains ecclesiastical and clergy relations.

Communications Officer.

Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operations. Operates CAP radio stations. Develops and implements communications plans, programs, and directives. Plans and conducts communications conferences, meetings and workshops.

Emergency Services Officer.

Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.



Finance Officer.

Responsible for posting ledgers and preparing vouchers, checks, and deposits for unit accounts. Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters.

Flight Operations Officer.

Responsible for the management and control of unit aircrews, aircraft and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs and directives to govern the unit.

Historian.

Responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

Inspection Officer.

Performs inspections when required. Prepares inspection checklists for all areas of inspection and prepares written reports of inspection as required. Reviews publications, plans, policies, and statistics to determine areas of special interest. Briefs commander and staff on inspections and recommendations.

Logistics Officer.

Responsible for receipt, storage, distribution,

recovery, and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicle records. Responsible for vehicle maintenance marking, and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

Moral Leadership Officer.

The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplainry. There is no MLO study guide at this time. Talk to the senior program officer and wing chaplain if you are considering this specialty.

Operations Officer.

Develops the operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

Personnel Officer.

Performs duties related to processing unit personnel actions as membership applications, promotions, and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters, and forms required to administer the unit's personnel program are available and up-to-date.

Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other staff members on all personnel matters, and monitors the overall personnel program within their jurisdiction.

Professional Development Officer.

Plans, coordinates, and schedules professional development training activities. Maintains unit training records, training library, and operates audio-visual equipment. Prepares documentation in support of professional development awards for the commander's review. Coordinates member training accomplishments with other staff members. Instructs at training courses. Advises the commander on training required to meet unit staffing needs.

Public Affairs Officer.

Assists the commander on all media relations and internal information matters. Plans, develops, and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities

Recruiting and Retention Officer.

Responsible for the membership development of the squadrons or wing by recruiting new members into CAP and working to retain the current members. These activities include developing recruiting programs and activities and working with public affairs officer to promote CAP. This officer is also responsible for communicating with new members about their expectations to encourage renewal.

Safety Officer.

Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

Standardization/Evaluation Officer.

Technician: Performs duties as a CAP instructor pilot and check pilot, responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. Senior: Performs duties as a CAP check pilot, administers check flights, written examinations, and maintains pilot training folders. Master: Wing pilot designated to administer check flights, written examinations, and develop wing training and evaluation procedures.



New Senior Member Checklist (1st Quarter)

Prospective Member Name

Unit Charter Number

Unit Name

Unit Meeting Times

Unit Phone Number

Unit Web Site

☐ Visited a Local Civil Air Patrol Unit

- ☐ Welcomed by an informed greeter and introduced to the unit commander specifically as well as the entire unit as feasible

Date

Greeter Information:

Name

Rank

Unit Duty Assignment

E-mail

Day Phone

Night Phone

- ☐ Observed one additional unit meeting

Date

- ☐ Assigned a mentor for membership introduction

Date

Mentor Information:

Name

Rank

Unit Duty Assignment

E-mail

Day Phone

Night Phone

☐ Joined Civil Air Patrol (See CAPR 39-2, Chapter 3)

- ☐ Membership Application Package Submitted to National Headquarters

Date

- ☐ Complete CAPF 12

- ☐ Dues Check

- ☐ Fingerprint Card

- ☐ Temporary Membership Card Received

Date

- ☐ Permanent Membership Card Received

Date

My CAPID

My Join Date

☐ Joined Civil Air Patrol (See CAPR 39-2, Chapter 3)

- ☐ Complete Orientation Course

Date

- ☐ Course Presentation

- ☐ End-of-Course quiz Completed and corrected to 100%

- ☐ CAPF 11 prepared and submitted to National Headquarters with copies to the unit Professional Development Officer and Wing Director of Professional Development. Any course critiques received should also be forwarded with the CAPF 11.

- ☐ CAPF 45b updated

<input type="checkbox"/> Complete Cadet Protection Program Training (CPPT)	_____
	Date
<input type="checkbox"/> CPPT Presentation	
<input type="checkbox"/> CAPF 11 prepared and submitted to National Headquarters with copies to the unit Professional Development Officer and Wing Director of Professional Development. Any course critiques received should also be forwarded with the CAPF 11.	
<input type="checkbox"/> CAPF 45b updated.	
<input type="checkbox"/> Orientation Program Certificate (CAPC 13) Received	_____
	Date
<input type="checkbox"/> Membership Award Received	_____
	Date
<input type="checkbox"/> CAPF 2a Prepared. Be sure to note Level I date in Block VII.	
<input type="checkbox"/> Professional Development Officer Signature	
<input type="checkbox"/> Unit Commander Signature	
<input type="checkbox"/> Membership ribbon presented.	
<input type="checkbox"/> Obtain CAP Driver's License – Optional (CAPR 77-1)	
<input type="checkbox"/> Official copy of driving record from tag agent and a copy state driver's license (front and back) forwarded to the transportation officer at the next higher echelon	_____
	Date
<input type="checkbox"/> CAPF 75 Received	_____
	Date
<input type="checkbox"/> Obtain CAP Radio Operator's Authorization – Optional (CAPR 100-1)	
<input type="checkbox"/> Complete Basic Communicator's User Training and forward documentation of completion to the communications officer at the next higher echelon	_____
	Date
<input type="checkbox"/> CAPF 76 Received	_____
	Date
<input type="checkbox"/> Complete General Emergency Services Training – Optional (CAPR 60-3)	
<input type="checkbox"/> Complete CAPT 116 online or on paper with the local unit and provide documentation of completion to the unit emergency services officer or designee	_____
	Date
<input type="checkbox"/> Input emergency notification data, current contact information, and basic identification data (height, weight, eye color, and hair color) into the Membership Information Management System (MIMS) or provide the data to the unit emergency services officer or designee for input	_____
	Date
<input type="checkbox"/> Print personal CAPF 101 from MIMS	_____
	Date
<input type="checkbox"/> Participated in one unit or higher echelon weekend training event like an air-show, emergency services exercise, model rocket launch, wing conference, etc.	
_____	_____
	Date
<input type="checkbox"/> End of Quarter Progress Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary)	
_____	_____
_____	Date

New Senior Member Checklist (2nd Quarter)

☐ Assigned a mentor to assist with program selection and development

Mentor Information:

_____	_____	_____
Name	Rank	Unit Duty Assignment
_____	_____	_____
E-mail	Day Phone	Night Phone

☐ Select a Senior Member Specialty Track and Duty Position to Train in for your Technician's Rating

_____ Date

- | | |
|---|---|
| <input type="checkbox"/> 200 Personnel | <input type="checkbox"/> 214 Communications |
| <input type="checkbox"/> 201 Public Affairs | <input type="checkbox"/> 215 Aerospace Education |
| <input type="checkbox"/> 202 Finance | <input type="checkbox"/> 216 Cadet Programs |
| <input type="checkbox"/> 203 Inspector General | <input type="checkbox"/> 217 Safety |
| <input type="checkbox"/> 204 Professional Development | <input type="checkbox"/> 218 Plans and Programs |
| <input type="checkbox"/> 205 Administration | <input type="checkbox"/> 219 Legal |
| <input type="checkbox"/> 206 Logistics | <input type="checkbox"/> 220 Health Services |
| <input type="checkbox"/> 210 Flight Operations | <input type="checkbox"/> 221 Chaplain |
| <input type="checkbox"/> 211 Operations | <input type="checkbox"/> 223 Historian |
| <input type="checkbox"/> 212 Standardization-Evaluation | <input type="checkbox"/> 225 Moral Leadership |
| <input type="checkbox"/> 213 Emergency Services | <input type="checkbox"/> 226 Recruiting and Retention Officer |

If your mentor is not rated in the specialty that you have chosen, an OJT advisor will likely be assigned as well to assist you with completing your technician rating requirements.

OJT Advisor Information:

_____	_____	_____
Name	Rank	Unit Duty Assignment
_____	_____	_____
E-mail	Day Phone	Night Phone

☐ Participate in one unit or higher echelon weekend training event like an airshow, emergency services exercise, model rocket launch, wing conference, etc.

_____	_____
Event Description	Date

☐ Complete Squadron Leadership School if available

_____	_____
Event Description	Date

☐ End of Quarter Progress Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary)

_____	_____
_____	_____

New Senior Member Checklist (3rd and 4th Quarters)

☐ Duty Performance Promotion (See CAPR 35-5)

Second Lieutenant – Must be 21 Years of Age

☐ Six Months Time In Grade

_____ Date

☐ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander.

_____ Date

☐ New membership card reflecting promotion received

_____ Date

☐ Formally promoted at an appropriate unit event.

_____ Date

Flight Officer – Senior Member Under 21 Years of Age

☐ Six Months Time In Grade

_____ Date

☐ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander.

_____ Date

☐ Formally promoted at an appropriate unit event.

_____ Date

☐ Serve as a greeter for three months to welcome and introduce potential members to the unit

_____ Date

☐ Participate in one unit or higher echelon weekend training event like an airshow, emergency services exercise, model rocket launch, wing conference, etc.

_____ Event Description

_____ Date

☐ Serve as a mentor for three months to assist with new member introductions to the unit

_____ Date

☐ Participate in another unit or higher echelon weekend training event like an airshow, emergency services exercise model rocket launch, wing conference, etc.

_____ Date

_____ Event Description

_____ Date

☐ Complete Squadron Leadership School if not previously completed

_____ Event Description

_____ Date

☐ Renewal Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary)

_____ Date

☐ Renewed Membership

_____ Date

CAP Mission Pilot Checklist

Welcome to CAP! We value your experiences as a pilot. This checklist is designed to quickly get you to become a CAP Mission Pilot. Naturally, you need to start by having a valid and current private pilot's license and up-to-date medical. See CAPR 60-1, chapter 3, for details about minimum pilot qualifications for CAP. This checklist assumes that you are currently flying and have joined CAP. Most of the training materials are available on line at <http://level2.cap.gov/index.cfm?nodeID=5312>. Links to additional materials are listed below.

First Three Months

- _____ 1. Complete Level I training. Modules include a review of CAP's history and CAP's cadet protection training. This training is normally conducted at the squadron. Be sure to sign the CAPF 11, which certifies that you received this training. See CAPR 50-17 for details.
- _____ 2. Get General Emergency Services (GES) qualified. The GES test includes measuring your understanding of the Incident Command System (ICS), as well as CAP's roles in emergencies. This training is normally conducted at the squadron. You can also study the GES materials, and take the GES Test, online at: <http://level2.cap.gov/index.cfm?nodeID=5785>. See CAPR 60-3 for details.
- _____ 3. Work on completing the initial CAP Pilot requirements. See CAPR 60-1 for details. Set up a CAPF 5 check ride. Low time pilots should begin working towards CAP's Transport Pilot rating.

Second Three Months

- _____ 4. Start progressing towards Scanner qualification. A CAP Scanner is someone who is trained to look outside of the aircraft for various mission objectives. As a pilot, you need to go through this same training because you will be flying these folks during missions – you need to know what they do! This training is normally conducted at the squadron. You can also study the scanner materials online at: <http://level2.cap.gov/index.cfm?nodeID=5591>. See CAPR 60-3 for details.
- _____ 5. Start progressing towards the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the materials online at: <http://level2.cap.gov/index.cfm?nodeID=5591>.

Next Six Months

- _____ 6. Complete Basic Communications User Training (BCUT). As a CAP pilot, you will be using special radio frequencies that require specific training from CAP. This training is normally conducted at the squadron. See CAPR 100-1 for details.
- _____ 7. Complete Scanner training.
- _____ 8. Complete the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the

New Chaplain Checklist

To assist you in your training and development as a Chaplain in the Civil Air Patrol, this check-list has been provided. Your Wing Chaplain is available to answer any questions you may have.

First Three Months

- ☐ Join CAP. Your Chaplain application takes some time to gather all of the required documents, so we recommend that you join first as a senior member so that you can begin your training and service right away.
- ☐ Complete Level 1 in the senior member professional development program.
- ☐ Request an ecclesiastical endorsement from your religious body (have the endorsing agency send endorsement and/or DD Form 2088 directly to National Headquarters)
- ☐ Request a copy of your academic transcripts
- ☐ Submit Chaplain Application (CAP Form 35) to your Wing Chaplain
 - Include a copy of academic transcripts
 - Include a copy of your ecclesiastical endorsement
- ☐ Obtain the General Emergency Services (GES) rating. Training materials are available at <http://level2.cap.gov/index.cfm?nodeID=5785>.
- ☐ Set up your e-Services account at the National Headquarters web-site: www.capnhq.gov

Second Three Months (following your appointment as a CAP Chaplain):

- ☐ Conduct Religious Interview with Squadron Members and fill out CAP Form 48
- ☐ Complete CAP Pamphlet 221, "The CAP Chaplain"
- ☐ Complete and submit Chaplain Statistical Report (Form 34) to your Wing Chaplain – due no later than 5 January and 5 July

Next Six Months:

- ☐ Attend a Wing Conference or a Chaplain Service Conference
- ☐ Attend a Chaplain Service Region Staff College (CSRSC)
- ☐ Read CAPR 52-16, *Cadet Program Management*, and CAPR 50-17, *Senior Member Professional Development Program*
- ☐ Begin work on Mission Chaplain rating. The duties of the Mission Chaplain and the Specialty Qualification Training Record can be found in the Mission Base Staff Tasks pamphlet (see <http://level2.cap.gov/index.cfm?nodeID=5312>)
- ☐ Complete and submit Chaplain Statistical Report (Form 34) to Wing Chaplain – due no later than 5 January and 5 July

During the year, there will be several events conducted that you are encouraged to attend. Some events are for training and other events will involve "ministry of presence." You may be required to submit a CAP Form 17, *Application for Senior Member Activities*, to attend an event.



CIVIL AIR PATROL CADET PROGRAMS

To learn more, call 1-800-FLY-2338 or click on cap.gov/cadets